

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 19, 2021, 3:30 p.m.**  
**Meeting Held Through Cisco WebEx**

**ROLL CALL:**

Tom Diedrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Megan Borchardt	<u>X</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Patrick Leifker, Megan Walker (ICS), Katie Olbinski (ICS), Cheryl Renier Wigg (Green Bay Housing Authority), Stephanie Schmutzer (Green Bay Housing Authority) & Kathy Meyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the March 22, 2021 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the minutes from the March 22, 2021 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications  
There were 115 preliminary applications for March.
- B. Unit Count  
The unit count for March 2,889.
- C. Housing Assistance Payments Expenses  
The March HAP expense totaled \$1,463,457.
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
Not reported on during BCHA Meeting.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
  
In March there were 76 active FSS clients, 58 clients in level one; 15 clients in level two; 1 client in level three and 2 clients in level four. There were 0 new contracts signed, 0 graduates, 47 active escrow accounts and 48 active homeowners.
- F. VASH Reports (new VASH and active VASH)  
For March there was 2 new VASH clients, for a total of 42 active VASH clients.
- G. Langan Investigations Criminal Background Screening and Fraud Investigations  
For March there were 5 new investigations, 2 active and 3 closed. Fraud Investigations 2 were in Green Bay. Initial applications majority were in Green Bay with Bellevue and Wrightstown to follow.
- H. Quarterly Langan Denials Report.  
No denials.

- I. Quarterly Active Cases Breakdown.  
Head of Household is not Elderly or Disabled but have earned income, 341%; Head of Household is not Elderly or Disabled, with earned income, 66%.
- J. Quarterly End of Participation.  
The top reasons for termination in the 1<sup>st</sup> quarter were Voluntary Termination (40%), Family Obligations Violation (18%), and Port Outs Absorbed (15%).
- K. Quarterly Customer Service Satisfaction.  
71% Excellent, 19% Very Good, and 10% Good.

Question asked if we're seeing growth in both Wrightstown and Bellevue? M. Walker stated that in March there were 5 applicants from Bellevue and 2 applicants from Wrightstown. They're not utilizing their vouchers there, they just applied with those addresses. Wrightstown might be up slightly.

A motion was made by M. Walker, seconded by J. Fenner to receive and place on file. Motion carried.

### **OLD BUSINESS:**

- 3. Consideration with possible action to establish goals for BCHA for 2021.

P. Leifker provided a brief overview. This is a follow-up from the February meeting where we discussed putting in place some goals for 2021 for the Housing Authority. It was determined at that meeting that John, Megan and Patrick would meet and lay the groundwork for some goals that the Housing Authority and the Commissioner's would be interested in pursuing.

Originally our goals were for 2021; however, we thought these goals should be extended thru 2022.

P. Leifker reviewed the five proposed goals with the Board. Discussion occurred.

A motion was made by J. Fenner, seconded by M. Borchardt to accept the 2021-2022 goals. Motion carried.

- 4. Consideration with possible action to create a subcommittee within the Brown County Housing Authority for the purpose of collaborating with community members as it relates to the BCHA's involvement within the community.

P. Leifker stated that this is item #1 of the 2021-2022 goals – the creation of a subcommittee. P. Leifker stated that he, Megan and John touched on some criteria, but are looking for the Board to offer some additional guidance in establishing the criteria, specifically the sections of the population we should be targeting for membership, preference of the Board of member size whether it should be 9 or 11 members, membership term, mission statement, etc. P. Leifker opened up the floor for conversation of the Board. Question asked on membership makeup. P. Leifker stated membership is open to anyone who is willing to work with the Housing Authority. P. Leifker stated he thought it should be a cross representation of the community as a whole. P. Leifker stated from his conversations with J. Fenner and M. Borchardt they would like to see a couple of landlords participate on the subcommittee to get their perspective.

Brief discussion occurred.

C. Goddard recognized Cheryl Renier Wigg. C. Renier-Wigg stated she would be happy to sit on the subcommittee and stated that the city council is interested in how we can work together to educate landlords and get more landlords engaged in the program.

A motion was made by T. Diedrick, seconded by M. Borchardt to go with an 11-person commission.

The motion was amended by T. Diedrick, seconded by M. Borchardt to go with an 11-person commission and charge this committee to put together a preliminary list of names based on our conversation today and bring the list back to our May Board meeting for discussion. Motion carried.

#### **NEW BUSINESS:**

5. Follow up discussion by BCHA Board regarding presentation by the Apartment Association at prior month's meeting.

Follow-up to last month's presentation and to see if the Board wanted to address anything with regards to the Apartment Association and partnering with the Housing Authority.

Brief discussion occurred regarding the survey results that were shared.

J. Fenner stated he thought Cinnamon would be a good candidate to sit on the subcommittee. P. Leifker stated that she has expressed an interest in sitting on the subcommittee.

6. Consideration with possible action on presentation of HCV program's lease and contract requirements.

M. Walker stated that this is a follow-up from last month's meeting where there were some questions concerning ICS's process on lease and contract requirements.

M. Walker provided an overview of their process, including some of the contract forms used.

A motion was made by M. Borchardt, seconded by J. Fenner to receive and place on file the HCV program's lease and contract requirements. Motion carried.

7. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

M. Walker provided an update on the Utility Allowances for the Housing Choice Voucher Program. On an annual basis, PHA's are required to reevaluate their utility allowances for the Housing Choice Voucher Program. M. Walker reviewed the utility allowance comparison charts included in the meeting agenda packet. M. Walker stated minimal change from last years.

A motion was made by M. Borchardt, seconded by T. Diedrick to approve the updated Utility Allowances for the Housing Choice Voucher Program. Motion carried. J. Fenner abstained from vote.

#### **BILLS AND FINANCIAL REPORT:**

8. Consideration with possible action on acceptance of BCHA BILLS.

P. Leifker reviewed the bills.

A motion was made by J. Fenner, seconded by T. Diedrick to accept and place on file the BCHA bills. Motion carried.

9. Consideration with possible action on acceptance of BCHA Financial Report.

No report.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

10. Executive Director's Report.

P. Leifker shared information on the Wisconsin Emergency Rental Assistance (WERA) Program. Brown County has partnered with NEWCap and NEWCap will administer the funds for the Emergency Rental Assistance Program for Brown County. Information is available on NEWCap's website.

**OTHER:** No other business.

Date of next scheduled meeting: May 17, 2021.

A motion was made by J. Fenner, seconded by M. Borchardt to adjourn the meeting. Motion carried.

Meeting adjourned at 4:25pm